



MASSACHUSETTS DEPARTMENT OF
CONSERVATION AND RECREATION
DIVISION OF URBAN PARKS & RECREATION
2008 ATHLETIC FIELD
SCHEDULING REQUEST FORM

Bureau of Special Services and Events 4
Woodland Road Stoneham Ma 02180

Phone: 617-727-1199 Fax: 617-727-6450

Facility Information

Name of Park or Facility: _____
Field or Section of Park: _____
Activity Requested: _____

Start Date: _____ End Date: _____
Day(s) of the Week: _____ Time(s): _____
Lights Requested: Yes____No____ (light fee \$40 per hour)

Applicant Information

Organization: _____ Applicant Name: _____

Title: _____ Address: _____

City: _____
State: MA Zip: _____ Phone #'s Home: _____
Work: _____ Cell: _____ Fax: _____ Email: _____
WWW. _____

Secondary Contact _____ Phone: _____

DCR has established priorities for field use explained in its User Guide for Athletic Fields and Facilities.
Please provide the following information to assist the Department in assigning fields for your use.

Group Type: circle one Youth School Youth Sports (not associated with School) Adult Sports Other:

Safety and Participation Policies

Does your organization have: Policies promoting participant safety? Yes No Policies promoting
affordable access to participation? Yes No Policies promoting equitable playing time for
participants? Yes No

Service to the Community

How long has your organization been providing such services to the community?
Circle one
0 - 1 years 2- 5 years 6- 10 years 11 or more years

Communities served: Please identify the primary cities, towns or neighborhoods in which activity participants
reside. _____,
_____, _____.

When To Apply

Daily Reservations

Single daily-use reservations may be requested after February 1st for spring and summer reservations and after May 1st for fall reservations.

Seasonal Reservations

Seasonal field reservations will be accepted twice a year.

Reservations for spring/summer (April – August) will be accepted between December 1st and January 15th.

Reservations for fall (late August – November) will be accepted between March 1st and April 15th.

Applications received after the ending date above will be accommodated on a first-come first-served basis for remaining space in field schedules.

Applications should be made a minimum of twenty (20) business days prior to the desired date of use. Applications submitted after this time may not be able to meet all the requirements for the reservation.

Processing Reservation Applications

All seasonal reservation requests will be reviewed by DCR staff according to the following timeline.

All spring/summer requests for seasonal field usage will be reviewed beginning January 16th.

All fall requests for seasonal field usage will be reviewed beginning April 16th.

All applications will be considered according to agency priorities for field use (see Community Guide for the Reservation and Use of DCR Athletic Fields and Facilities) and the field schedule. DCR will make every effort to accommodate applications; however, space and time limitations may not allow the agency to grant all requests.

DCR may contact one or more groups during the scheduling period to explore alternative scheduling that will allow us to maximize field utilization and equitably accommodate as many requests as possible.

Applicants will be notified on or about February 1st of spring and summer field assignments.

Applicants will be notified on or about May 1st of fall field assignments.

Athletic Field Use Schedule and Fees

Seasonal Rentals (total weeks may vary due to weather and other factors) *spring, early April to mid-June; summer, mid June to late August; fall, late August to early November*

Please note, seasonal usage may be delayed or extended due to weather conditions. DCR shall have sole responsibility to determine when fields can accommodate use.

Seasonal rentals shall be for 2 or 3 hr periods as follows: 9am-12noon; 12noon-3pm; 3pm-5pm; 5pm-7pm; 7pm – 9pm *Note, may not be available during all seasons* 9pm – 11pm *Note, late evening field use may only be scheduled on lighted fields and when neighborhood disturbance is not a concern.*

Athletic Fields Seasonal Rentals \$100 per field per season-day *.

* A season-day equals one daily rental (2 or 3 hr period as described above) per week for the activity season Examples: Rental of one field, for a two or three hour period one day per week for the spring season would cost \$100 for the season. Rental of one field for a two-or three hour period on each of two days per week for the spring season would cost \$200 for the season. Rental of three fields for two or three-hour periods on each of two days per week